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29 June 1954

MEMORANDUM FOR: All Staff and Division Chiefs

SUBJECT: Annual Management Improvement Report

1. Attached for guidance is a memorandum dated 25 June 1954, same subject, from the Chief, Management Staff.
2. Each staff and division chief in the Security Office will submit to the Chief, A&TS by 19 July 1954 a report for his component, divided into three sections as prescribed in Paragraph 4 of the attached memorandum.
3. It is requested that all items of Paragraph 5 of the attached memorandum be specifically mentioned in the part of the report identified by Paragraph 4c, with negative statements being made where appropriate. Additional items should be included if appropriate.
4. Items included under that part of the report identified by Paragraph 4a of the attached memorandum should be limited only to those management problems which are beyond the authority of the Director of Security to solve.
5. The Chief, A&TS is charged with the responsibility of correlating all reports and preparing a comprehensive Security Office report for submittal to the Management Staff by 9 August 1954. Mr. [REDACTED] is designated as the Security Office contact with [REDACTED] of the Management Staff.

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Executive Officer

Attachment (1)

SO/CFH:agg (6-29-54)

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